

COUNCIL OFFICE HAS OPENING FOR A BUSINESS ADMINISTRATOR

APPLY ASAP!

The Governor's Council for People with Disabilities is seeking a Business Administrator who will be responsible for all aspects of Accounting, Finance, Human Resources and Information Technology. The Business Administrator will assist the Executive Director in financial planning and budget management; Provide accurate and timely financial performance reports; Build financial models to present the council's allocation; and provide IT support for Council office.

Qualifications (partial list)

Six(6) years full-time professional experience in accounting; auditing; financial analysis; or related experience. Or a combination of experience with related college training with a minimum of 2 years experience

The preferred candidate will have the following qualifications:

- MBA
- Proficient in applications of People Soft (ENCOMPASS) Financial System, including Accounts Payable module, General Ledger Module, Asset Management Module, and Project Cost Module
- Proficient in MS Excel, MS Access, MS Word
- Thorough knowledge of governmental funding accounting in conjunction with basic accounting auditing, budgeting and procurement
- Experience in managing federal accounts and grants accounting

How do I apply?

Please submit your resume to the Council office at sjackson@gpcpd.org